

Course Application Procedures (**Important: Read details**)

1. Important points when applying for your course -to help your registration-

[Basic rules]

(1) Cancellation of the registered courses (Rules have been amended from AY2024)

During the third registration period, you will be able to cancel the university-wide open courses that you have registered during the first and the second registration period.

Please note that some exceptions may apply as follows.

<Courses that cannot be cancelled>

1. For the GEC courses, “Academic Writing in Japanese” and all other courses that require audit fee.
2. Of the “Teacher-training courses”, “Induction Program for Teaching Practice”, “Advanced Program for Teaching Profession” and “Induction Program for Welfare Training”.
3. Courses offered by other universities.
4. Few courses other than listed in 1. – 4. Please check the “remarks” section in the course list of the GEC course registration guide.

(2) Application submissions after deadline are not applicable

No applications will be accepted after the deadline of the registration. Please keep in mind of the closing date, and be sure to leave sufficient time for your registration.

(3) Selection method

If the number of course applicants exceeds the maximum limit, students will be chosen either by computerized lottery (or by their short essay for some courses) for registration. Please refer to the selection method for each course, which is shown in the course table, “GEC course lists”, on our webpage. If your registration is not accepted, the result of the course registration will be announced as “**Over enrolled**(選外/Sengai)”, “**Not accepted**(不可/Fuka)” or “**Failure**”(不合格/Fugoukaku) through the course registration screen and Waseda Mail.

(4) The courses you can register only in the 1st registration

You can apply for the courses below only in the 1st registration, thus please be careful when you are considering to apply for these courses.

- Tutorial English (held in Spring / Fall Quarter)
- Courses offered by other schools

(5) Course Registration for 2nd and 3rd Registration

• Courses open for second and third registration should be checked on the “Available course list” posted on the web page of the department or center offering the course.

• In the case of 3rd registration, the outcome will be announced after classes have already started. Even prior to an announcement of the course registration result, be sure to attend all classes of the course that you are requesting registration. However, online classes using Waseda Moodle, etc. will be available only after provisional registration in Waseda Moodle. Please carefully consider the possibility of missing the first class when you register for courses.

* Provisional Registration to Waseda Moodle

Courses applied for 3rd registration will be provisionally registered in Waseda Moodle without waiting for the registration results.

Courses that are not selected or not accepted as a result of course registration will be deleted from the provisional registration after the specified date and time, and you will not be able to view the page.



You can not apply for the Spring / Fall Quarter twice-a-week courses in the 3rd registration Please make sure to apply for these courses by the 2nd registration.
ex. twice a week : Tue 3rd/ Fri 2nd period
once a week : Wed 4-5th period
once a week : Wed 4th period and On-demand lesson



Please check the courses which has some changes with “Guidebook Corrections” on GEC website.



Please check the “Faculty Guidelines” and “Course Registration Guide” published by your school for the basic rules concerning the handling of course units and course registration. Please seek further advice from the relevant faculty office if you are uncertain.

[Important points on particular courses]

(1) Differences in numbers and letters at the end of course title

① “Course title 1”, “Course title 2”: Restrictions

Classes with the same name with numbers 1, 2 at the end, are courses which have continuous contents and need to be registered in numerical order. 【Ex. (A course 1), (A course 2)】

To register for (A course 2), you must meet either of the requirements below.

Requirements

- Register (A course 1) and (A course 2) at the same time.
- Having completed (A course 1)

*You may register (A course 1) only and not register (A course 2)

*Some courses other than above may require completion of certain classes before registration. Please ensure to check the Web Syllabus and be aware of the requirements before you register for the course.

② “Course title α”, “Course title β”: No restrictions

Classes with the same name with “α” and “β” at the end, are courses which have related contents between each other but no requirements on registration.

③ “Course title 01”, “Course title 02”: the same course

Classes noted [01] [02] [03] at the end of each course title, shows there are multiple classes under the same title. 【Ex.[A course 01], [A course 02]】

A student is allowed to take only **One Class per Course**

If you have already registered for class, [A course01], you cannot register for class [A course02]. The system will inform an error message.

(2) Language Course "Korean"

Even after the course starts, you may be advised to change the level of the course from Beginner/Elementary/Pre-Intermediate/Intermediate level to Upper-Intermediate or Advanced level when your Korean language competency is too high.

If you have ever studied Korean or are able to speak, read and write Korean at a high level, please make sure to contact <gec-help@list.waseda.jp> by the day before the 1st registration. The instructors will instruct you to take the placement test. When you contact, please include the following information in your email.

- a) Your self-study (how long and how often you have studied (e.g.: two hours, once a week for three years), textbooks used)
- b) Your command in Korean (e.g.: understand past tense, attributive form, your conversation level)
- c) Results of language proficiency test (e.g.: TOPIK, Korean Language Proficiency Test)

(3) Restriction on taking “プログラミング入門” and “Introduction to Programming”

Those who have already got credits of the GEC courses listed below are not able to apply for “プログラミング入門” and “Introduction to Programming” offered by GEC, as “プログラミング入門” and “Introduction to Programming” are offered as fundamental, gateway courses for those who have never had a previous experience in programming and are considered as lower-level courses compared to the courses listed below.

- ・プログラミング初級
(Introduction to <programming language name>Programming)*
- ・プログラミング中級
(Intermediate Level of <programming language name>Programming)*
- ・サーバサイド Web プログラミング初級
(Introduction to Server Side Web Programming)
- ・サーバサイド Web プログラミング中級
(Intermediate Level of Server Side Web Programming)
- ・クライアントサイド Web プログラミング初級
(Introduction to Client Side Web Programming)
- ・クライアントサイド Web プログラミング中級
(Intermediate Level of Client Side Web Programming)
- ・ミュージック・プログラミング
(Music Programing)

Please note that it is possible to apply for the courses listed above after getting credits of “プログラミング入門” and “Introduction to Programming”.

(4) Courses involving Extramural Fieldwork

Some courses include extramural fieldwork. The Cost and participating condition for each course are on the Web Syllabus. Please be sure to check these details before registering for a course. Most of the courses organize an orientation session before departure. Students not attending the orientation will not receive permission to attend the course. We strongly advise students to attend the orientation.



Some programs cancellations may occur due to local circumstances, such as social unrest, which may make it dangerous to carry out classes. Furthermore, in order to avoid encountering danger during study trips, the trip leaders or the Center may request information from the students or instruct them specifically during the trip. Therefore, it is required for all the students to follow instructions from their trip leader or the Center in order to take this class.

2. Errors made during course registration - what to be careful of when you are registering

The table below outlines some of the most common errors made when registering for courses. If you make any of these mistakes, your registration will not be accepted.

Error	Error Content	Outcome
Duplication errors in a day of the week or period	You have registered several times on the same day and at the same period	There will be an online error message when you register. You must delete the superfluous course applications.
Error in "already acquired courses"	You have re-registered for courses, for which you have already obtained credits, or for which you have already registered.	There will be an online error message when you register. Your registration will not be processed.
Already Selected	You have registered for several classes in the same course	You must delete the superfluous course applications. Otherwise, one class at random will be selected for registration.
Error in necessary courses	You have not obtained the pre-requisite units for the course or have not registered for the course.	There will be an online error message when you register. Your registration will not be processed.
Error in Pre-requisites in the registered courses	You have registered for a course that is unavailable in your year.	You will be unable to register
Error in time **	You have registered for a course on a remote campus, for which you have allowed insufficient travel time between lessons.	There will be an online error message when you register. Your registration will not be processed.
The excess of the limitation of credits which can be registered	You register for a course which effectively exceeds the maximum number of units permitted	The excessive units will invalidate your registration

** More about "Error in time (remote campus errors)"

If you register for a course that requires travel between campuses, as explained in the table below, you must allow a certain amount of travel time. Otherwise, the system will return "remote campus error." Before you register, please ensure that you fully understand how much time is required to commute between campuses.

When you are applying for the courses offered by other universities, it does not return “remote campus error”. Please check the result of 1st registration whether it says “remote campus error” or not. If the error happens, the course offered by Waseda University will be deleted automatically, so please consider the commute time between two different universities before you apply for the courses offered by the other universities.

Note: *“Error in time” does not take place between each campus of Waseda, Toyama, Nishi Waseda and Kikuicho.

Commuting time between campuses			Error check set time
Waseda / Toyama / Nishi Waseda / Kikuicho Campuses	↔	Tokorozawa Campus	90 minutes
Waseda / Toyama / Nishi Waseda / Kikuicho Campuses	↔	Kami Shakujii / Higashi Fushimi / Kami Igusa Campuses	50 minutes
Tokorozawa Campus	↔	Kami Shakujii / Higashi Fushimi / Kami Igusa Campuses	90 minutes

< Note on registering for real-time streaming classes >

The courses which Class Modality Category is "real-time streaming" will not be subject to travel-time check, but it is very dangerous to take the real-time streaming class while traveling between campuses so please keep this in mind when registering for courses.

For restrictions that are checked during the registration process depending on Class Modality Category, please see “Regarding Class Modality Categories” on the online “Syllabus Search”.

3. Advice concerning matters relating to Course Registration – what to do if you need help

(1) Search on Support Anywhere

Support Anywhere gathers the course registration procedures, frequently asked questions, and other information on course registration.

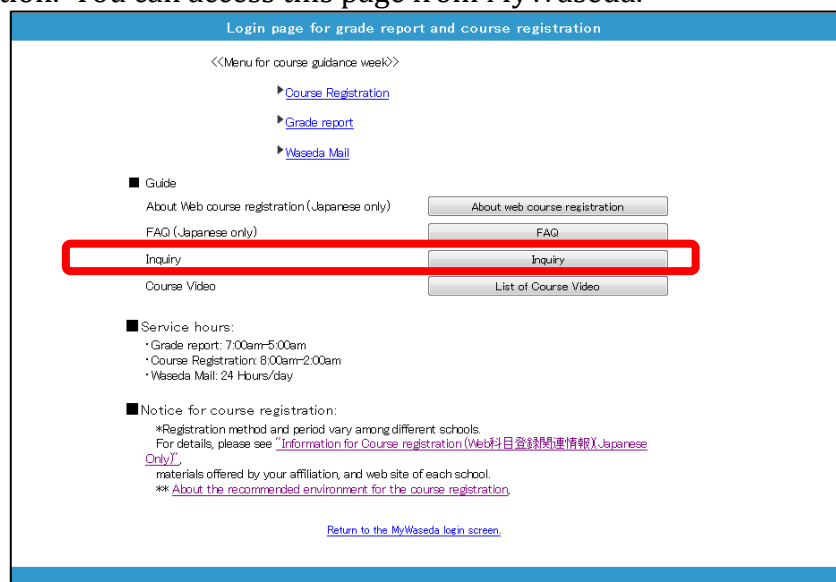
Please first look for the information you would like to inquire.



URL: https://www.wnpspt.waseda.jp/student_en/supportanywhere/

(2) Seeking advice via MyWaseda

Please use the inquiry form, which you can find in the login page for grade report and course registration. You can access this page from MyWaseda.



The reply will be sent to your Waseda Mail address; therefore, you should check your inbox periodically.

(3) Asking questions and seeking face-to-face advice

The Academic Advising Office (Waseda Portal Office) accepts direct queries.

For the details of direct queries, please refer to “Enrollment Consultation for Open Courses” on Support Anywhere (01_Class>02_ Advising on Courses).

●Phone

050-5286-9845 (Special telephone support for the Waseda Portal Office)

*Available only during the office opening hours.

●Face-to-Face

Academic Advising Office (Waseda Portal Office, Waseda Campus, building no. 7, ground floor)

* you need to make a reservation before visiting.